

## New to SAISD or Campus (For Teachers & Librarians)



If you are new to SAISD or your Campus and this is the first time you will log into the STaR Chart on this campus, then follow the steps below:

1. You must know your Username. You can get this from your Principal. **IF** you were on a different SAISD campus the previous year, you will have the same Username with an added number. Don't guess, you may access another teacher's account. Check with your Principal.
2. Go to the STaR Chart login page, <http://starchart.esc12.net/login.aspx>
3. Enter you Username and type **password** for a temporary access to your account.

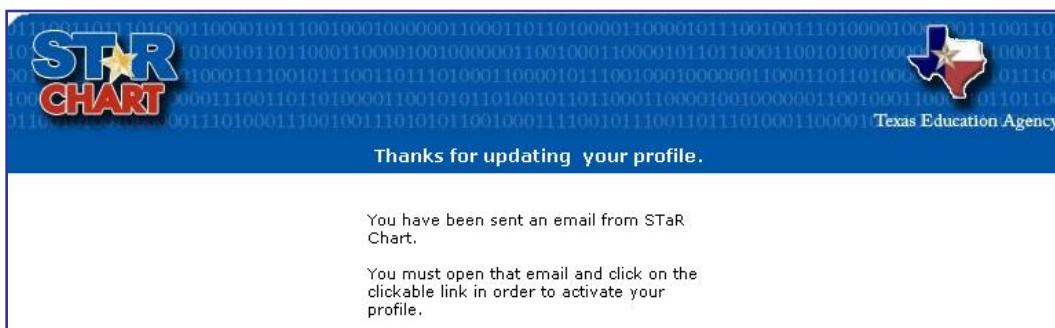
A screenshot of the STaR Chart login page. The page has a blue header with the "STAR CHART" logo and a Texas state outline. Below the header, there's a "Login" section with two input fields: "Username:" and "Password:". A red arrow points from a box labeled "password" to the "Password:" field. There is a "Login" button at the bottom right of the login section. The left sidebar has "User Info" and "Further Info" links.

4. Click on the **Login** button to gain access.

A screenshot of the STaR Chart initial account update page. The page has a blue header with the "STAR CHART" logo and a Texas state outline. Below the header, there's a section titled "Initial Account Update For: Lennie Walker". The text says: "Welcome to StarChart. Please complete your account setup by specifying the information below. Once you click UPDATE, we will send an email (to the email address you specify) which will contain a clickable link. Click this link to return to our site. Login there with your revised password. This will complete your registration and allow you to enter your StarChart." There are input fields for "Email:", "Email Retyped:", "Subject Area You Teach:" (with a dropdown menu showing "TechApps"), "Grade(s) You Teach:" (with a dropdown menu showing "6-8"), "Password:", and "Password Retyped:". A box labeled "Complete Profile Here" is next to the "Email:" field. At the bottom right, there is an "Update" button. The left sidebar has "User Info" and "Further Info" links.

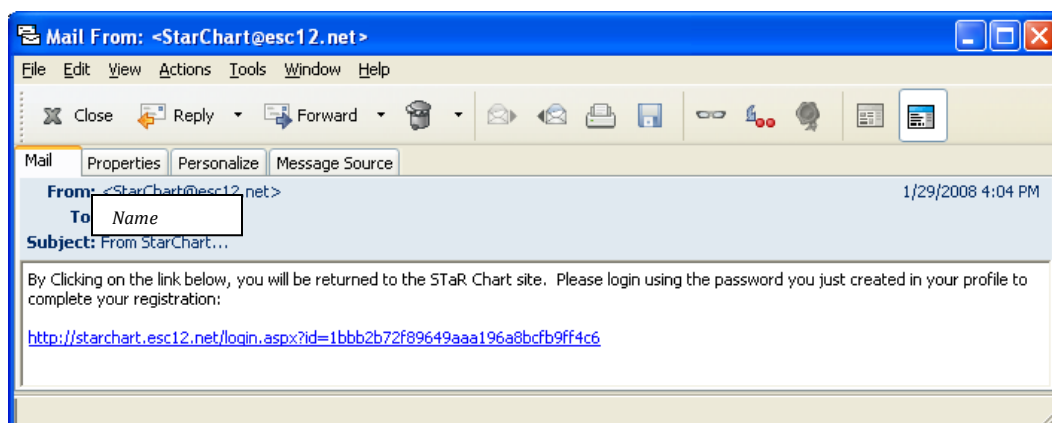
5. Complete the initial profile. Use your **saisd.net** email address.
6. Make your password simple and easy to remember so you can get in next year.
7. Click on the **Update** button when you are finished.

8. If your email addresses and passwords match, you will view this message.



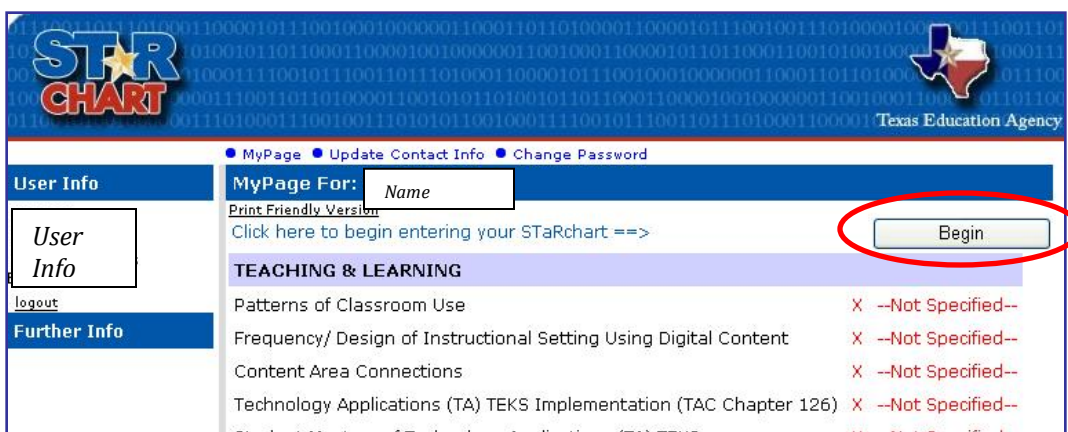
9. An email will be sent to the address used in the profile. Be sure to check your Junk Mail.

10. Look for an email from [starchart@esc12.net](mailto:starchart@esc12.net) titled **From StarChart...** Open that email.



11. Click on the http:// hyperlink provided in the email to return to the STaR Chart site.

12. Enter your Username as you did before and the password you entered in the profile to gain access to the assessment.



13. Click on the **Begin** button to start taking the assessment. When all questions have been answered, you will automatically be marked complete on the Principal's Teacher List.